



## Health and Safety Statement

The Board of Management brings to the attention of its staff, the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school.

This policy requires the co-operation of all employees. It shall be reviewed every two years in the light of experience, changes in legal requirements and operational changes. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

It is the policy of the board of management of St. Joseph's N.S. to ensure that as far as is reasonably practical:

- ◆ The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- ◆ There shall be safe access to and from places of work.
- ◆ Machinery may be opened safely in as far as is possible.
- ◆ Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- ◆ Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
- ◆ Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- ◆ Plans for emergencies shall be complied with and revised as necessary.
- ◆ Employees shall be consulted on matters of health and safety.

It is the policy of the board of management of St. Joseph's N.S. to recognise that its statutory obligations under legislation extends to employees, students, guests, and to any person legitimately conducting school business.

It is the policy of the board of management St. Joseph's N.S. to undertake to ensure that the provisions of the safety, Health and welfare at Work Act 1989 are adhered to:

### Duties of Employees

It is the duty of every employee while at work:

- (a) To take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work.
- (b) To co-operate with an employer or other people to ensure that the Health and Safety law is implemented.
- (c) To use protective clothes and equipment provided
- (d) To report without unreasonable delay, any defects in equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.
- (e) Not to interfere or misuse any safety equipment in your workplace

Employees using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible (see section 9 of safety, health and welfare at Work Act 1989).

## **Consultation and Information**

It is the policy of the board of management of St. Joseph's N.S. that all present and future staff will receive a copy of the safety statement and any additional information or instructions regarding health, safety and welfare at work will be conveyed to all staff as it becomes available. Health, safety and welfare at work will be considered in any future staff training and development plans.

### **Hazards**

Hazards which can be rectified will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

### **Fire**

It is the policy of the board of management of St. Joseph's N.S. that:

- (i) There would be an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- (ii) Fire drills shall take place at least once a term.
- (iii) Fire alarms shall be clearly marked.
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.
- (v) All doors, corridors, and entries shall be kept clear of obstruction and can be opened at all times from within the building. Each teacher who has an exit in her classroom must ensure it is kept clear.
- (vi) Assembly points are indicated in school yard.
- (vii) Assembly areas are designated outside each building, and the locations specified.
- (viii) Exit signs shall be clearly marked.
- (ix) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty.
- (x) Bottled gas shall be stored in a secure place in such a manner as to minimise the danger of explosion in the case of fire.
- (xi) Principal and Post Holder shall be responsible for fire drills and evacuation procedures.
- (xii) Fire officer will do a safety audit around school to ensure any hazards are adhered to. All recommendations made in the audit shall be implemented.

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

1. Wet corridors
2. Climbing frames
3. Oil tanks
4. Trailing leads
5. Computers
6. Guillotine
7. Projectors



8. Fuse Board
9. Electric kettles
10. Boiler house
11. Ladders
12. Protruding units and fittings
13. External store to be kept locked
14. Lawnmower
15. Curbs
16. Garden stores
17. Icy surfaces on a cold day
18. Mats in hall

To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee pages 1-2 of this document):

- (a) Access to and operation of equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of equipment in the course of their normal duties.
- (b) Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.
- (c) All such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- (d) Where applicable staff will receive training in the correct use of machinery and equipment.
- (e) All machinery and electrical equipment are fitted with adequate safeguards.
- (f) Ladders must be used with another person's assistance.
- (g) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
- (h) Floors are cleaned regularly
- (i) Teachers will ensure that PE equipment is stacked securely and is positioned so as not to cause a hazard after usage.
- (j) PE equipment, mats, benches, vaulting horses are in good condition.
- (k) Roofs, guttering and drain pipes as far as can be seen are sound and well maintained.
- (l) Manholes will be checked on a regular basis
- (m) All play areas will be kept clean and free from glass
- (n) Outside lighting is working sufficiently
- (o) All builder's materials, caretakers' maintenance equipment, external stores are stored securely.
- (p) Refuse is removed from building each day and is carefully stored outside.

### **Constant Hazards**

Machinery, Kitchen equipment, Electrical appliances.

It is St. Joseph's N.S. policy that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

### **Electrical Appliances**

All appliances to be checked on a regular basis by a competent person (i.e.) maintenance person, the supplier or his agent. Before using any appliance the user should check that:

- ◆ All safety guards which are a normal part of the appliance are in working order
- ◆ Power supply cables/leads are in tact and free of cuts or abrasions.
- ◆ Unplug leads of appliances when not in use.
- ◆ Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- ◆ Follow official guidelines issued by the Health and Safety Authority.

**Chemicals**

It is the policy of the board of management St. Joseph's N.S. that all chemicals, photocopier toner, detergents be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them.

**Drugs and Medication**

It is the policy of the board of management of St. Joseph's N.S. that all drugs, medications, be kept in a secure cabinet and used only by trained and authorised personnel.

**Welfare**

A Staffroom separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

Members of staff and students are reminded:

- (a) A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers.
- (b) Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

**Highly Polished Floors**

The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, and staff and pupils shall be told to use handrails when going up or down stairs.

**Smoking**

It is the policy of the board of management of St. Joseph's N.S. that all areas inside the school grounds shall be a non-smoking area.

**Broken Glass**

Staff are asked to report broken glass to the Principal/caretaker so that it may be immediately removed.

**Visual Display Units**

It is the policy of the board of management of St. Joseph's N.S. that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.

**Infectious Diseases**

Risks will be minimised by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications and cleaning tasks. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, paper towels and a facility for the safe disposal of waste.



### **First Aid**

First aid training shall be provided for the staff.

Staff are informed of location of First Aid boxes.

Post Holder will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- sticking plasters
- Anti-histamine for Stings, etc.
- Tape
- Disinfectant (e.g.) Savlon
- Eye lotion (e.g.) Optrex
- Antiseptic cream
- Cotton Bandage
- Cream for First Aid treatment of Burns
- Antiseptic Wipes
- Scissors
- Ice packs will be kept in the fridge

Disposable gloves must be used at all times in administering First Aid

All incidents, no matter how trivial must be reported immediately. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents and incidents.

Recording of yard incidents: Vigilant supervision is stressed at all times. Supervising staff fill in an accident/incident report form to report incidents of concern. Serious issues will be brought to the attention of the principal.

Accidents: Small incidents will be dealt with by the supervising teacher. Parents will be informed of serious incidents and medical attention sought immediately if deemed to be necessary. All accidents will be recorded on the accident/incident report form.

### **Access to School**

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

### **Collecting Children**

- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Drivers are advised to drive slowly on entering school grounds when collecting children or making deliveries.
- (3) Those parking outside the school grounds are advised to accompany children to and from the school premises.

**Revision of This Safety Statement**

This statement shall be regularly revised by the Board of Management of St. Joseph's N.S. in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management:

Chairman: Frank Gearty Date: \_\_\_\_\_

Principal: Orela Egan Date: \_\_\_\_\_

Post Holder: Helen Smith Date: \_\_\_\_\_

Policy statement in accordance with the Safety, Health and Welfare at Work Act 1989

**Members of the Board of Management:**

Chairman: Frank Gearty

Board Members:

Fr. James McKiernan

Leo Donlon

Mary Shannon

Orela Egan

Beatrice Shanley

Sarah Farrell

This policy was adopted by the Board of Management on: 24/3/2021

Signed: Frank Gearty  
Chairperson B.O.M.

Signed: Orela Egan  
Principal

Date: 24/3/2021

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